



# City of Duluth

## Injury Reporting Guide & Checklist

*Steps to follow when a work-related injury occurs.*

1. Complete the First Report of Injury and Incident Report with the injured employee and supervisor. FAX to RTW at 1-866-286-5258 within 24 hours of the injury/incident or submit via the internet.
2. In the event that the injured employee has been, or will be, terminated or laid off, contact the RTW Account Team. (This can have a significant impact on the claim.)
3. If a machine malfunction is suspected with an injury, do not use the machine until a full investigation has been completed.
4. After every doctor's appointment, the injured employee is to return to you either the Physician's Report/Employee Work Status Report or a form that the physician's office has generated. FAX this form to RTW at 1-952-893-3700.
5. Review the employee's restrictions, indicated on the Physician's Report, and provide the employee with modified work within those restrictions.
6. Make copies of forms for your records and send copies to your Human Resources office.

**Employee Name:** \_\_\_\_\_

- ☐ 1. Complete the Incident Report.
- ☐ 2. Complete the First Report of Injury if medical treatment is needed.
- ☐ 3. FAX the First Report of Injury and Incident Report to: 1-866-286-5258
- ☐ 4. Obtain Physician's Report from employee after each doctor's appointment and provide a safe, appropriate job for the employee.
- ☐ 5. FAX the Physician's Report and other correspondence to: 1-952-893-3700.
- ☐ 6. Call RTW immediately with any lost time on any injury.